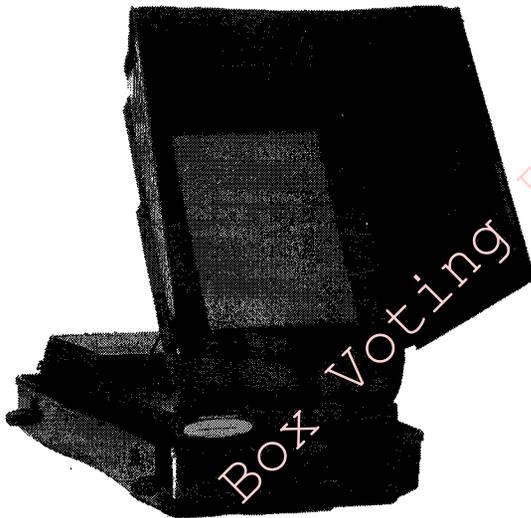


# SEQUOIA

*voting systems*



## AVC Edge®

### Pollworker Manual

## AVC EDGE® OVERVIEW

The AVC Edge® is a versatile touch screen voting system. The AVC Edge® features 100% accuracy and redundant storage of ballots. Totals are updated and verified between each voter. To assure voter privacy, side panels are built in. The AVC Edge® has been designed with a standard two-hour backup battery that continually recharges when the system is plugged into AC power. Included with the AVC Edge® is a card activation unit. This unit activates the voter card, which allows the voter to cast a ballot.

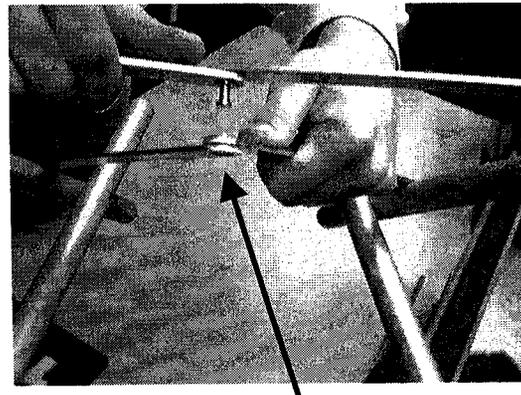
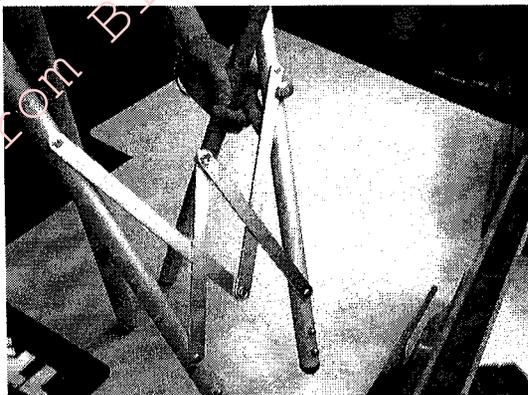
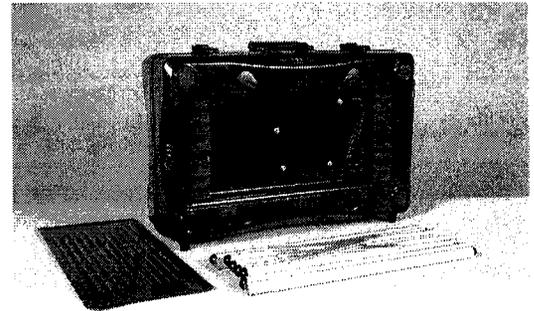
Once the voting systems are setup, voting can begin. When the voting is completed, the pollworker can close the polls and turn off the systems. The cartridges with voter data are removed and sent to a central location for tally and report generation.

## AVC EDGE® SETUP

The following pages outline the setup for the AVC Edge® and Card Activator unit. If any technical problems arise, please refer to the "Trouble Shooting" section of this guide.

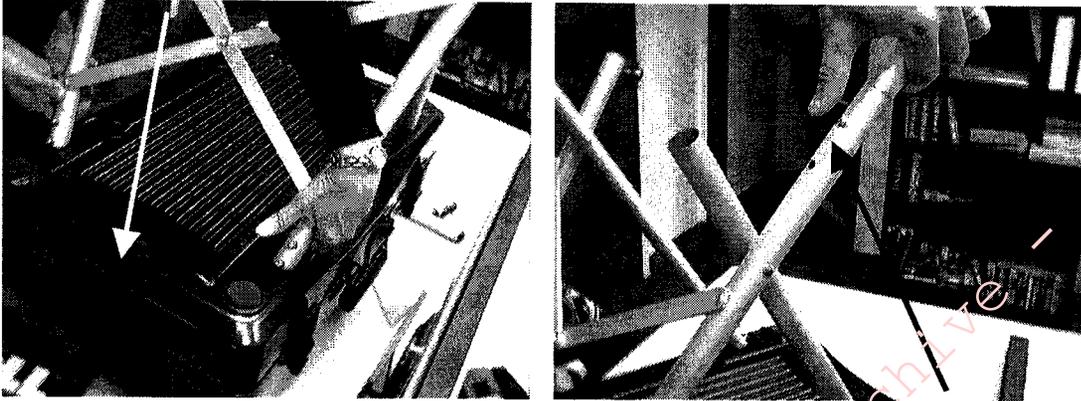
### POSITIONING THE MACHINE

1. Place the unit face down on a table; ensuring that the bottom storage side of the unit is facing up.
2. Turn the four knobs to a 45-degree angle.
3. Remove the bottom storage cover.
4. Remove the legs and Power Cord.
5. Replace the bottom storage cover, securing the knobs to the original locking position.
6. Assemble the legs:
  - Turn each inside leg 90 degrees to make 2 "X's".

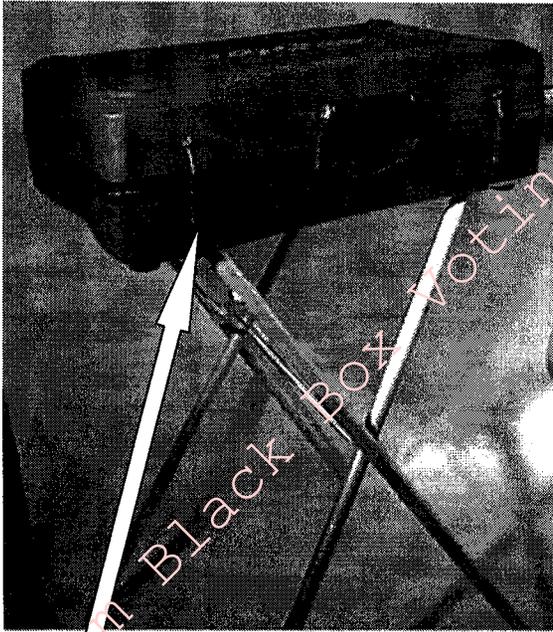


- Secure the leg brace by connecting the upper and lower portions in the center.

- Insert the four black button ends into the holes on the bottom storage case by pressing the leg retention pins. Make sure the leg brace assembly is at the rear of the unit.

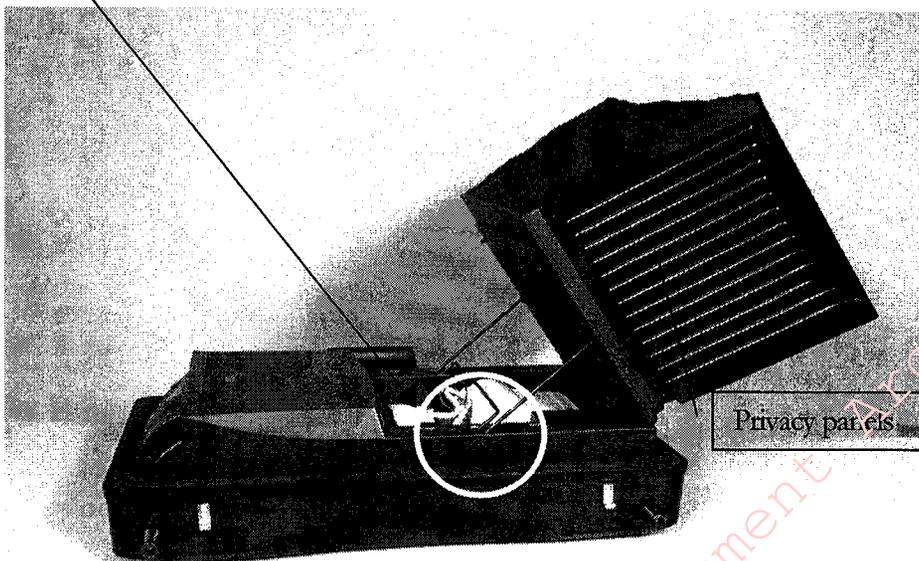


- Insert bottom legs and turn until the silver button snaps into place, securing the leg assembly.
7. Two pollworkers, one in the front and one in the rear of the machine, lift the machine, turn it right side up and set it on the floor.



8. Unlock the four latches (2 on each side) and remove top cover.

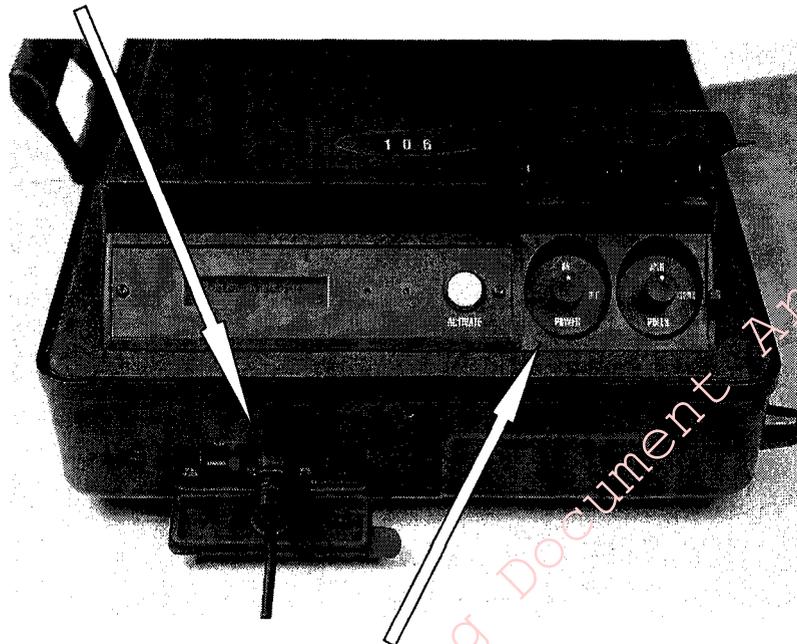
9. Standing in front of the unit, place hands on each side of the screen and gently raise the screen assembly. The black bar behind the screen will automatically slide into the first groove. You may adjust the screen to any of 5 positions by repositioning the bar.



10. Open the privacy panels.

### TURNING THE POWER "ON"

1. Go to the back of the unit and gently pull on the tab in the lower left side. This will reveal the AC power receptacle.
2. Plug the power cord into the EDGE power receptacle and an outlet.



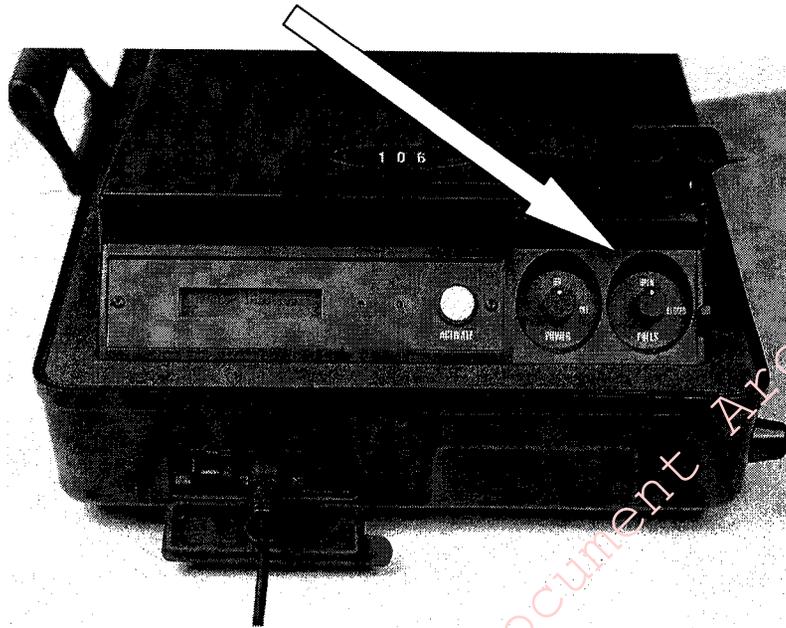
3. Raise the cover on the main power on/off unit.
4. Turn the "Power" switch to the "ON" position, then close the cover.

The Sequoia logo will appear within a few seconds of turning the power switch on. Next, the screen will display the following:

**Ready to Open Official Election Polls**  
**To begin voting move the Polls Switch to Open**

## OPENING THE "POLLS"

1. Cut the seal on the Poll switch cover and raise the cover for the Polls switch.



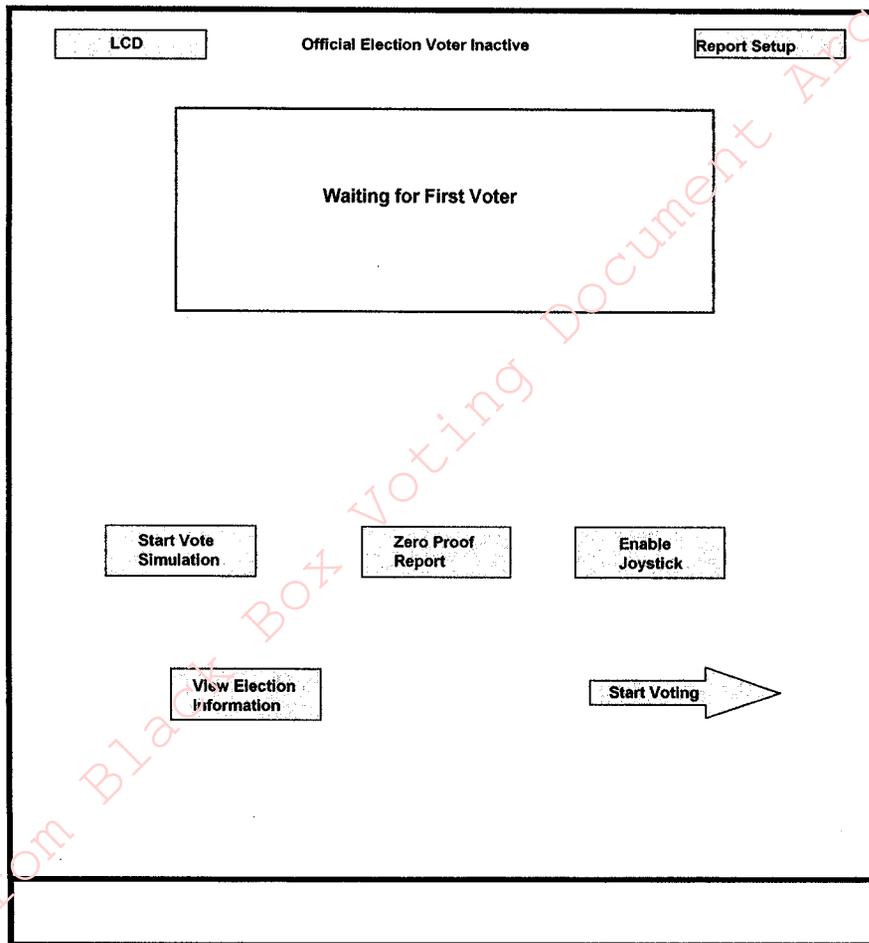
2. Turn the Polls switch to the **OPEN** position.
3. Close the Polls switch cover and seal with a new seal. Write down the new seal number on the appropriate form.

4. The Zero Proof Report.

If the AVC Edge® is programmed to print the Zero Proof Report to a file or the printer, voting can begin.

If the AVC Edge® is programmed to print the Zero Proof Report to screen, the options of "Send to File" or "Send to Printer" will be displayed. Select the desired option to print the Official Election Zero Proof Report.

5. Press **DONE** to continue.  
*The following screen will be displayed.*



6. Press the **Start Voting** arrow to ready the AVC Edge® for voting.  
*The following screen will be displayed.*



### THE CARD ACTIVATOR

1. Remove the Card Activator, Power Cord, Activation Cards Holder, and Activation Cards from the carrying case.



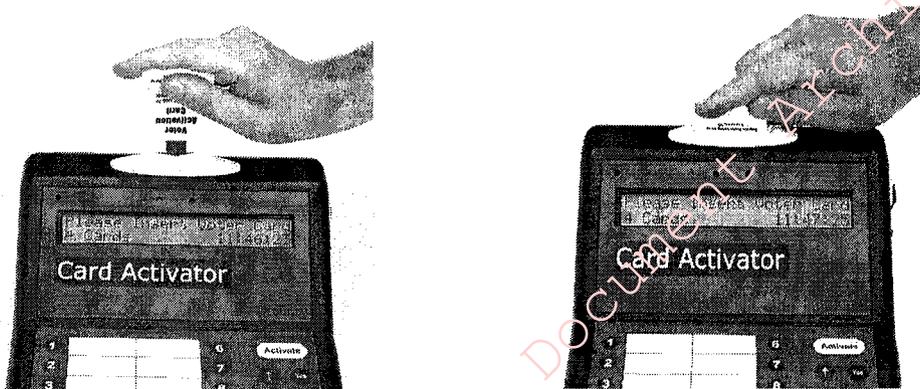
2. Plug the power cord into an outlet.
3. Plug the other end of the power cord into the Card Activator Socket.



4. Turn the Power Switch to **ON**.  
After turning Power on, the Card Activator will go through a series of short self tests, and the following message will appear in the screen:

Please Insert Voter Card  
0 Cards (Time)

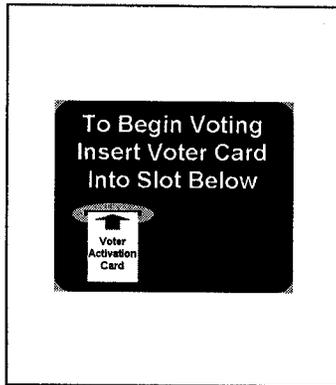
5. To activate the voter card, insert an Activation Card (arrow facing down) into the Card Activator slot and push down.



6. Once the card has been inserted, press the **ACTIVATE** or **YES** button and the card will pop out.
7. Hand the card to the voter, and instruct them to use **any** available voting machine.

## THE VOTING PROCESS

1. The voter inserts the card into the Yellow slot in the front of the machine.

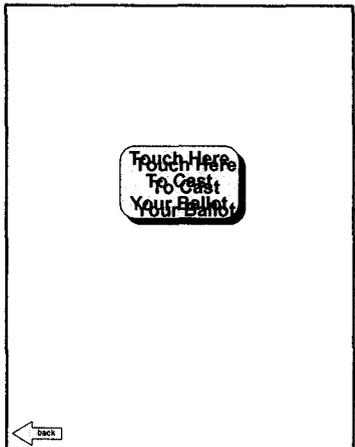


2. The first page of the ballot will appear on screen.

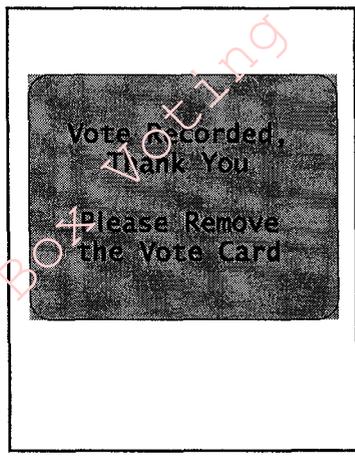
BYATE	
Vote For One	Vote For One
<b>GOVERNOR</b>	<b>Lieutenant Governor</b>
OLIVER BEYALA LA RIVA Peace & Freedom Entrepreneur/Writer	THOMAS H. TYRON Libertarian County Supervisor/Teacher
DAN LUNDORF Republican California Attorney General	THE LEEB, Republican Samba/Dancer/Songwriter
MATTHEW E. JOHNSON American Independent Public Transit Worker	OSCAR M. BUSTAMANTE Democrat Lawyer
DAN HARBURG Green Educator	JUSTIN A. MARQUEL Fusion Children's Care Center
HAROLD H. McODUMFIELD Natural Law Physician/Health/Coach	DEBORAH H. BUCKLEY American Independent Businesswoman
STEVE W. KIRBY Libertarian Publisher and Author	SARA AMER Green Environmental Scientist
DARYL DAVIS Democrat Treatment Coordinator of the Statewide	JANICE LUNA GOMEZ Peace & Freedom Educator
<b>Secretary of State</b>	<b>Controller</b>
CAROLYN PAUL SHORST American Independent Small Business Owner	PAMELA MCCOBBLEDDY Lib/Lean Entrepreneur
DAN K. LIGHTFOOT Libertarian Engineer/Artist	MATTHEW CORNWELL Dem./Lib California State Coo./Mn
BILL JIMENEZ Republican Secretary of State	ROBERT L. JOHNSON Pac/Lean Systems - vna, n
BRUCE FEUER Peace & Freedom Public Relations Executive	ROBERT BARKALL Republican Crank Operator
JANIS ANN RALPHSBY Natural Law Teacher	ALFRED "AL" BURGER American Ind Business Owner
MICHELLE ALDYOT Democrat Businesswoman	T. WEBER, Peace & Freedom Judge/State Director
MELLI SHAPPE-REYNOLDS Business Educator/Technology Coordinator	WES ADAMS Natural Law Business Manager
← BACK	Page 1 of 2 Precinct 101
	NEXT →

3. To make a selection, press the circle to the right of desired choice. A green checkmark will appear in the circle.  
*To change a selection, press the checkmark again. The checkmark will disappear and a new choice can be made.*
4. To continue through the ballot, press the **NEXT** arrow.  
*The next page of the ballot will be displayed. To review previous pages, press the **BACK** arrow.*
5. To review all selections made, press the **REVIEW** button.  
*All voter selections will be displayed. To make a change, press the desired item. The corresponding ballot page will be displayed. Make the necessary changes and press the **RETURN** button to continue.*

- 6. To complete the voting process, press the **NEXT** arrow until the "Cast Vote" screen is displayed.  
*The "CAST VOTE" screen will be displayed.*
- 7. Press the **TOUCH HERE TO CAST YOUR BALLOT** button to cast the ballot.  
*A screen indicating that the vote is being recorded will be displayed.*



- 8. The voter card will pop out once the ballot has been recorded.  
*The "Thank You" screen will be displayed.*



- 9. The voter should remove the voter card and return it to a pollworker.

### SPECIAL VOTING SITUATIONS

#### HOW TO CAST A WRITE-IN VOTE

1. Press the **Write-In** button.
2. An on-screen keyboard appears. Type the name by pressing the buttons on the displayed keyboard.

**WRITE-IN KEYBOARD**

1	2	3	4	5	6	7	8	9	0	-	←
Q	W	E	R	T	Y	U	I	O	P	/	
A	S	D	F	G	H	J	K	L	'		
Z	X	C	V	B	N	M	,	.			
SPACE											

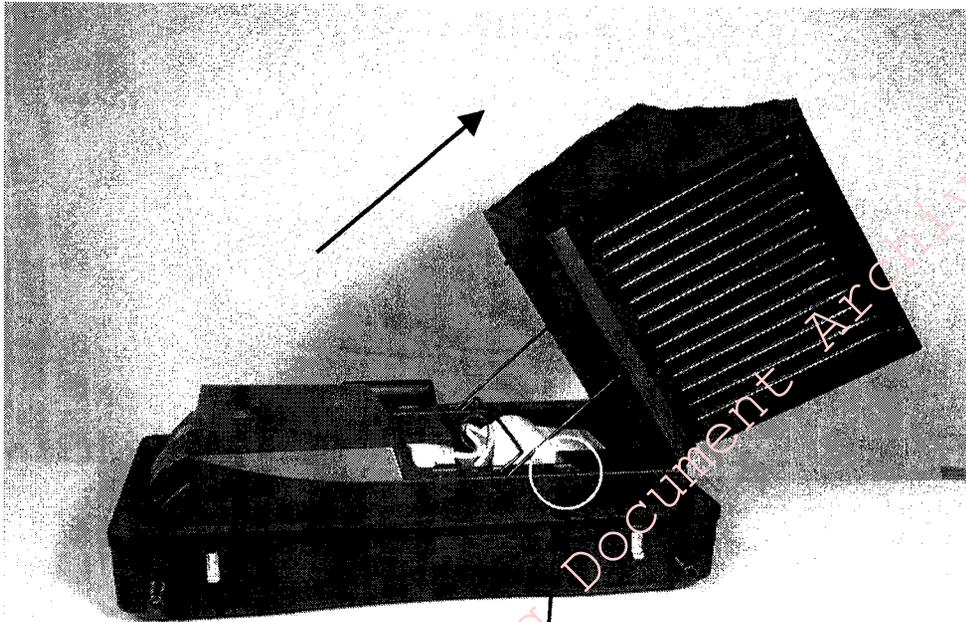
CancelOK

3. When you are finished, press the **OK** button. After pressing **OK**, you are automatically returned to the ballot. To cancel the Write-In, simply press the checkmark, the checkmark will disappear and a new choice can be made.

VOTERS IN WHEELCHAIRS

Please perform the following steps for voters in a wheelchair.

1. Ask the voter if he/she would like the machine to be adjusted to make it easier to vote.
2. Push the screen of the Edge forward.



3. Lock the two bar bottoms into the first groove in the back of the machine. The screen should be in a vertical position as seen below.

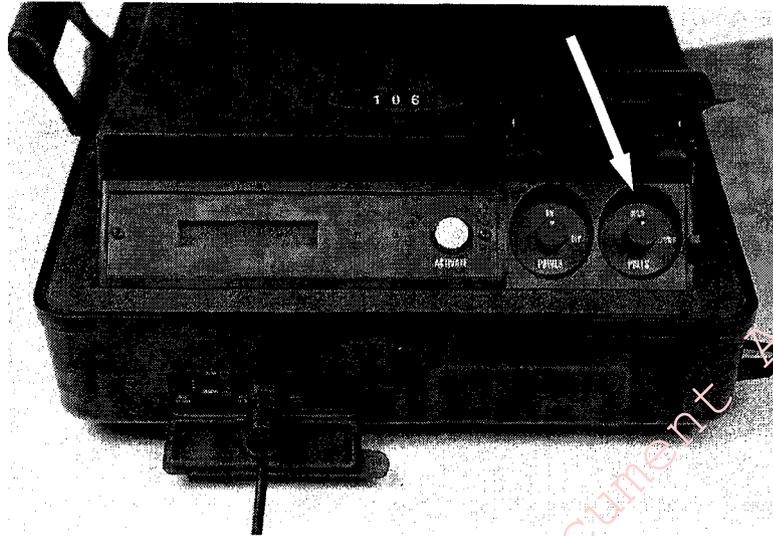
4. After the voter has completed voting, simply return the screen back to its regular position by unlocking the two back bars, and sliding the screen back.



- From Black Box Voting Document Archive -

## CLOSING THE "POLLS"

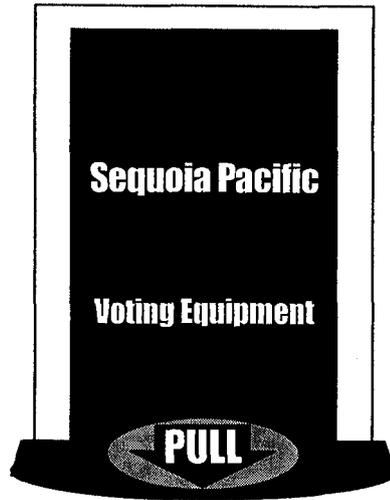
1. After your last voter has voted and the Polls are closed, go to the back of the machine. Cut the seal on the Polls switch cover and lift up the cover. Turn the **POLLS** switch to the **CLOSED** position.



*Note:* Once the polls are closed, the Official Election Results Report will print to a file, both inside the machine and on the Results Cartridge. Depending upon the unit configurations, the "Results Report" may also print to a printer inside the machine or to the screen. If the "Results Report" prints to screen, you must touch the **DONE** button before proceeding.

2. When the screen displays an image stating the total number of voters (TOTAL VOTERS = X), it is safe to turn off the power.
3. On the back of the unit lift up the Power switch cover and turn the **POWER** switch to the **OFF** position.
4. Cut the seal on the RESULTS CARTRIDGE door.

5. Lift the RESULTS CARTRIDGE door and remove the RESULTS CARTRIDGE. Place the RESULTS CARTRIDGES from *all* of the machines into the designated Official Returns envelope.

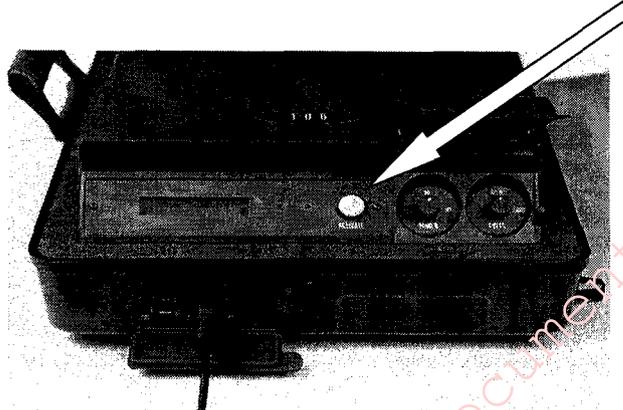


6. Unplug the power cord.
7. Return the screen assembly to the original "flat" position.
8. Replace the top cover and secure the four latches.
9. Two pollworkers, one in the front and one in the rear of the machine, lift the machine, turn it topside-down and set on the floor.
10. Remove the bottom cover of the machine and place the cord back into its retainer.
11. Remove and secure the legs by reversing the procedure outlined on page 1 of this manual.
12. Return the machines and materials the Election's Office.

## TROUBLE SHOOTING

### INVALID VOTER CARD

To remove an invalid card, the **pollworker**, not the voter, should step to the rear of the machine. Press (approximately 1 second) and release the yellow **ACTIVATE** button, the voter card will pop out. Verify the voter has not voted and, if necessary, use the Card Activator to activate the voter card.



### POWER OUTAGE

If a power failure should occur, the AVC Edge® will switch to a batter backup system. This system will allow the unit to continue to operate for at least an additional 4 hours.

*Note:* If the AVC Edge® is accidentally unplugged, plug the power cord back into the power receptacle.

### ACCIDENTAL CLOSING OF THE POLLS

If the Polls Switch is accidentally switched to "Closed" the AVC Edge® is designed to display an alert message and sound for a specified time period. The Pollworker should be sure to switch the Polls switch back to **OPEN**.

*Note:* If there is no alert message or sound, **DO NOT** open the polls again. At this time, the AVC Edge® should be considered closed for voting.

### VOTER CARD INSERTED INCORRECTLY

Voter card will automatically pop out.

### VOTER BELIEVES BALLOT WAS NOT CAST

To verify that a ballot was cast, the pollworker should insert the voter card into the card activator. Press the **Menu** button and select **1** for Status. Data regarding the vote time will then be displayed if the ballot was cast.

### **“GREASY” SCREEN**

Spray a soft cloth with cleaner (Windex, Glass Cleaner) and wipe. **Do not spray the screen directly with cleaner as this may damage the unit.**

### **ACCIDENTALLY TURNING OFF THE POWER**

Simply turn the Power switch back to **ON** and voting can resume as normal.

### **AVC EDGE® SCREEN APPEARS BLANK FOR VOTER**

This feature is used to conserve power, however, if a voter would like to cast a ballot, the pollworker has three choices:

1. Touch the screen to reactivate.
2. Insert a voter card.
3. Press and release the yellow activate button.